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14 February 1968

MEMORANDUM FOR: Chief, Support Services Staff

**SUBJECT : Semi-annual Report of OTR Management
of ADP: 1 July**

**REFERENCE : Memo dtd 29 Dec 67 to DTR fr AC/SSS,
Subj., Semi-annual ADP Management
Report**

The Office of Training submits a negative report of accomplishments in the management of automatic data processing for the period of 1 July through 31 December 1967. We believe the requested information for the report, as outlined in the attachment to the referent memorandum, does not apply to the current data processing effort of the Office of Training.

FOR THE DIRECTOR OF TRAINING:

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[Redacted]
Registrar,
Office of Training

Att
Memo for the Record, Same Subj.

OTR/R/[Redacted]:hej (14 Feb 68)

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6 February 1968

MEMORANDUM FOR: RECORD

SUBJECT : Semi-annual Report of OTR Management of ADP: 1 July

REFERENCE : Semi-annual ADP Management Report to the Bureau
of the Budget dated 19 July 1967 (OTR)
Semi-annual ADP Management Report (Bureau of the
Budget Circular No. A-79, Revised 23 May 1967)
(Signed [] C/SSS)

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This summary of OTR's ADP activities covering the first half of the Fiscal Year 1968 is intended to be used as a reference for the producers of future OTR reports on the management of ADP.

Since it was established that OTR's activity does not meet the criteria established in the directional memoranda emanating from the offices of the Chief of the Support Services Staff/DDS or from the Agency's Information Processing Coordinator, it was believed by the undersigned, that a response in the way of an updating of the internal automatic data processing activities is in order.

What I have done is to consider what this Office reported in July 1967 (Reference number 1) in Section C, Plans for the Future and have included a comment about each item. I have also added other activities, or determinations considered to be related to the ADP responsibility.

Section C

a. The first item contains a comment about the expectation of expansion of the current file by incorporation of the training data from the Office of Communications. The most recent inquiry made to [] TO/OC, and with whom the prospect was discussed in the Spring of 1967, brought an accord that OC has been consumed with activities of greater priority than mechanization of its training records and that nothing of substance has been undertaken by OC beyond hope that the intention of the Office to do something with the manual records will someday become a reality.

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b. That reservists training "akin to the Agency's professional needs" be included in the Agency training file has most recently become an announced task in the Registrar's objective of improving the Agency Training Record as a Management tool.

c. Adding items of information such as cost data on external training and individual performance ratings in courses has become only a part of the planning to expand the training data. The fact that new requirements are evolving from the Program Calls has precipitated inter-Staff discussions--and discussions with the OD/OCS-- as to how the present computer program can be adapted so that more immediately related information can be retrieved from the computer. For example, many of the determinations made with reference to the budgeting for OTR activities are supported by the actual data on participation of employees in training during a certain period, factored in student days; considered too, are in the categories of training and participation by Directorates. To do this presently, has required an inordinate amount of additional manual effort both by the producers (Registrar Staff primarily) and by the users (Plans and Management Staff) of the data in preparing the official OTR reports. Several of the types of mathematical calculations that may be retrieved from the computer have been a part of the discussions. Such data as totaling training costs, by facility, both internal and external, is something else that has a place in the over-all planning of the OTR's computer-based information.

d. Excluding data on the required, RCB clerical training from the Agency Training Record, in any of its formats is not only an agreed to proposal but the OTR has gone one step beyond and it plans to discontinue the input of such training in the computer file. Decision to eliminate input of the new--and retrieval of the old data on attendance at certain lectures conferences of limited hours (less than one work day is in process of being implemented within the Registrar Staff/OTR).

Section C (cont.)

2. Some of the plans for additional support from OCS in preparation of statistical reports has been covered in 1 c.

3. OTR did arrange for two presentations by [redacted] Inc., of its course, [redacted] and had 79 employees take the three-day instruction. The present planning includes two during the next half of FY 68.

As to the prospect of establishing a "family of courses" in the CIA Off-Campus Program conducted by the George Washington and the American Universities, such a sequence of courses was set up under

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the AU but the demonstrated interest was hardly a testimony to vibrant support to the prospect of a certificate of an ADP specialization. Three courses were held for a total population of 40; the advanced course having a membership of six.

It should be mentioned here that the ADP Orientation which was conducted by OTR for the first time in December 1966, has had a steady stream of participants. Through June it was given an additional five times. Scheduling for the period of the report (first half FY 68) was reduced to three presentations for an actual participation of 120 Agency employees. The course has been modified most recently to introduce visits to outside--and local-- computer centers; a modification required because of the agreement that tours of the Agency's computer areas were consuming a great deal of time and the authorities thought the commitments of these areas could not allow for continuation of tours for the employees in the three-day ADP Orientation. There was apparently no problem in arranging with the commercial organizations to assist through their "tour" system of acquaintanceship.

25X1 4. Specifically, there were two occasions during this reporting
25X1 period when [] described the systems design he worked out
to set up mechanized registration for and enrollment in internal and
external training. [] design began with the computer-produced
registration card and carried through to records input to retrieval
as an ATR report. The data for the system was from various information
tapes (personnel, medical, security, training - though medical
and security data are not as advanced as the other two files). Programming
of the system awaits the advancing mechanization of the
data for each of the "feeder" files.

25X1 Related to OTR's input, [] also discussed a system design he
has considered as workable in terms of reducing duplication of effort
and in speeding up the data for the Language Qualifications Register--
input in its ragform beginning in the Language School.

5. The individuals on the Registrar Staff who were identified
with the ADP activity for the first half of the 1967 calendar year
continued to be equally active during the last six months of the
year. In addition, one summer employee and two interim-assigned
Career Trainees contributed to the records input (and re-input) and
to the manually prepared report of training data. The OTR's IPC-
Designee was frequently involved in discussions about the programming
of OTR's data.

25X1 Beyond the members of the Registrar Staff involved in ADP work,
the OTR careerist, [] is still associated with the development
of the over-all support system of information on Agency
employees.

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The summer employee and the Career Trainees worked on the completion of changes of information required as a result of the adoption and adaptation of a set of Indexes prepared by the Registrar Staff in conjunction with the Office of Computer Services. It is expected that the data as it is reprogrammed will not only result in more accurate reports but the reports will be more usable.

The Index of Course Titles (formerly identified as Dictionary of Course Titles) is now in use and is considered complete -- complete based on the original goal in its production. A second reference, Index to Facilities Titles (formerly known as The Dictionary of Facilities Titles) is also being used in OTR. From each of these, OCS produced two cross-reference documents, each being a listing in numerical order of the codes of courses and the codes of the facilities.

In October, 1967, the Office of Computer Services provided OTR with six Reports from the training file. As agreed by OTR and OCS, the reports included only data of the most recent seven years. The RS/TR invited recipients (presumed users) of the documents to make known to the Registrar's office any adverse effects such a seven-year cutoff had on their planning and plans. As far as can be recalled, no recipient has attested to his being hampered in his professional responsibilities by such a limitation of the information in the OTR reports. It is assumed that such a seven-year cutoff will be procedural hereafter. (The Registrar, it is to be remembered, will be provided a supplement document -- a record which shows training for the previous years -- the years not accounted for in the current (seven year) reports from the Agency file. This supplementary document is to be produced on an annual basis, in one format only, (Alpha, by Agency) and no Agency dissemination.)

A series of undetermined entries appeared in the ATR Reports. Each such entry had to be identified by individuals on the Registrar Staff and the information had to be resubmitted for input to computer tapes.

The reports from the ATR with data as of 31 December 1967 have not been provided to the OTR - and it follows, nor to the Agency's Training Officers.

6. In connection with the computer-assisted instruction effort some of OTR's instructors undertook to produce more clearly defined objectives for their courses, a first step in the direction of applying computer techniques to their teaching. To guide them in this activity, the Registrar arranged for a Performance Objectives Workshop to show them how to write objectives so as to be able to produce measurable learning. The workshop was held [redacted] for 40 employees (not all instructors but at least associated

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with training in some way) on the afternoon of 27 October and the morning of 28 October. It was conducted by two representatives from the University of Maryland.

The Registrar Staff continued its search of the new developments in the field of computer-assisted instruction through attendance at professional conferences and meetings and especially through the literature on the educational and commercial markets.

Two other adp-related items should be recorded at this time. One concerns the training data in OTR that is still manually retained. The Covert Training Records. Nothing positive has been done beyond initial inquiries, reported previously. There perhaps will be more interest shown in recording such information as security and compartmentation factors in other systems are adopted and assurances for "protection" of covert training data become more convincing to those who participate in making the decision to mechanize CT/OS/TR data.

For OTR's organizing attendance at the Agency's Reindoctrination Program this fall, the OCS was able to use an Office of Personnel program, already written, to produce documents used by the Registrar Staff in establishing and guaranteeing quotas for attendance at all of the presentations. OCS produced corresponding decks of cards at the time, to be used later to monitor actual attendance. Although the computer runs were indispensable to the RS role in the Reindoctrination, considerable manual effort was expended in actual organization of the attendance.



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